



“Spend-To-Redeem” Local Tour Programme
Receipt Manual
「賞你遊香港」推廣活動
收據驗證指南

Remark: This manual is intended to provide guidelines for receipt checking and verification, it is subject to changes/updates from time to time.

備註：本手冊旨在提供有關收據驗證的準則，如有需要，旅發局將會不時更新。

1) Receipt Checking and Verification

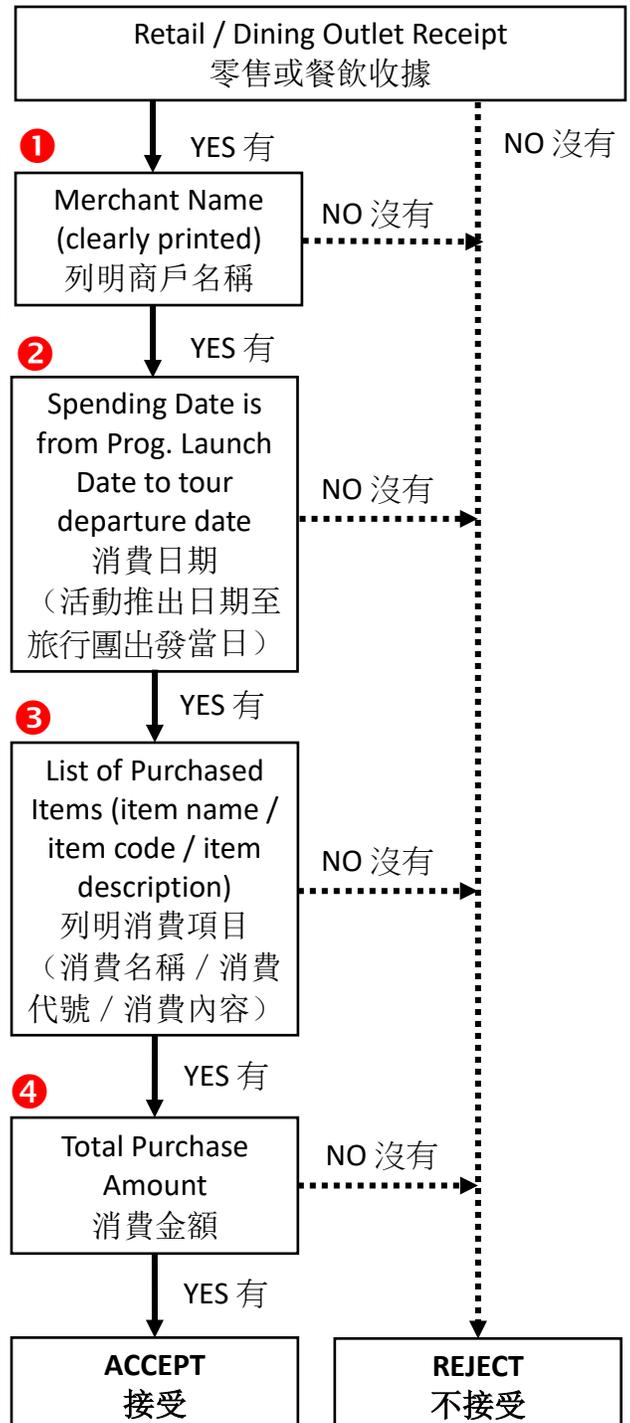
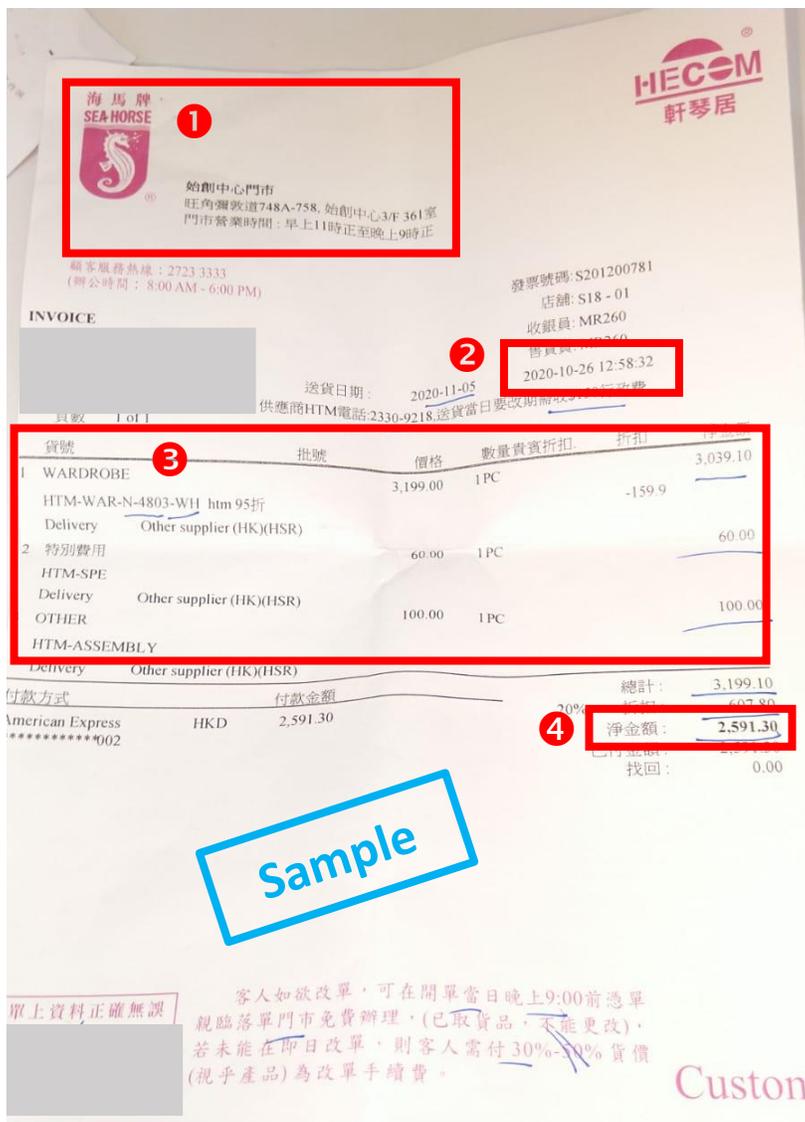
收據核對及驗證

a) Flowchart for Checking Original Machine-printed, Original Hand-written and Duplicated Receipts

驗證機印收據正本、手寫收據正本及重印收據流程圖

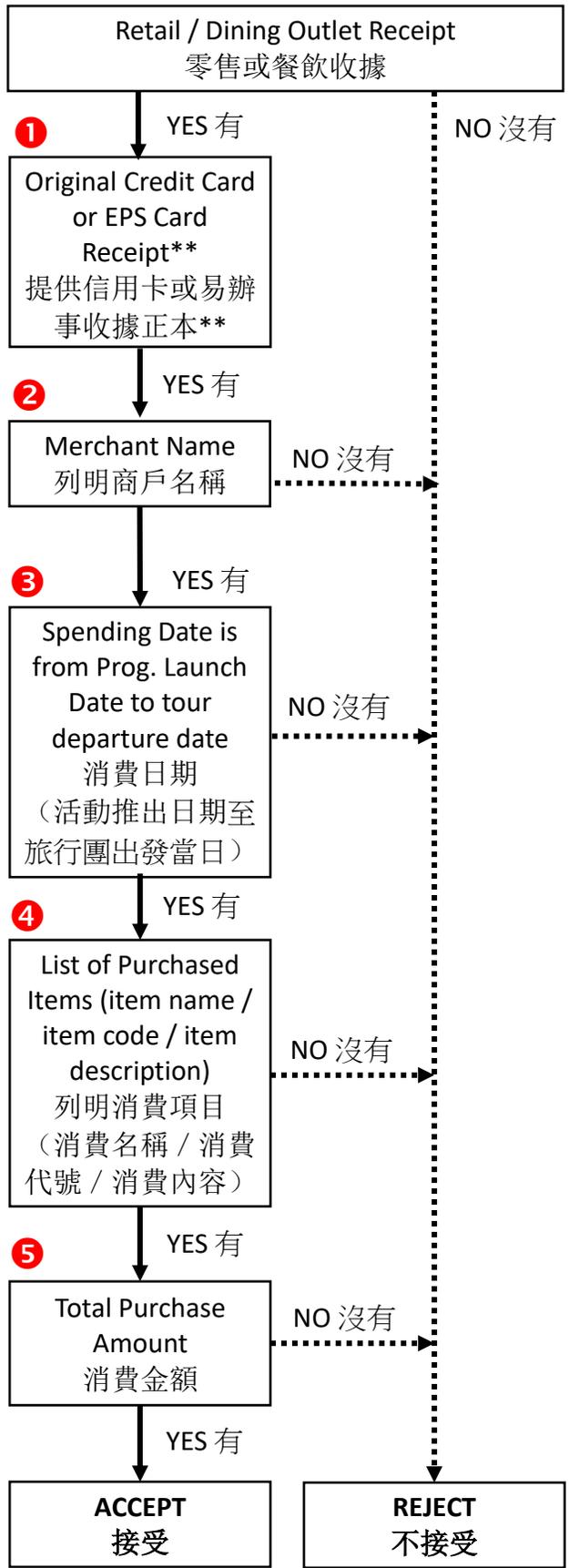
Type I: Original Machine-printed Receipts

類型 I: 機印收據正本



Type II: Original Hand-written Receipts

類型 II: 手寫收據正本



**The information below should match on the hand-written receipt and the original credit card or EPS card receipt:

**信用卡或易辦事收據正本須列明以下資料，並與手寫收據正本上的資料相同：

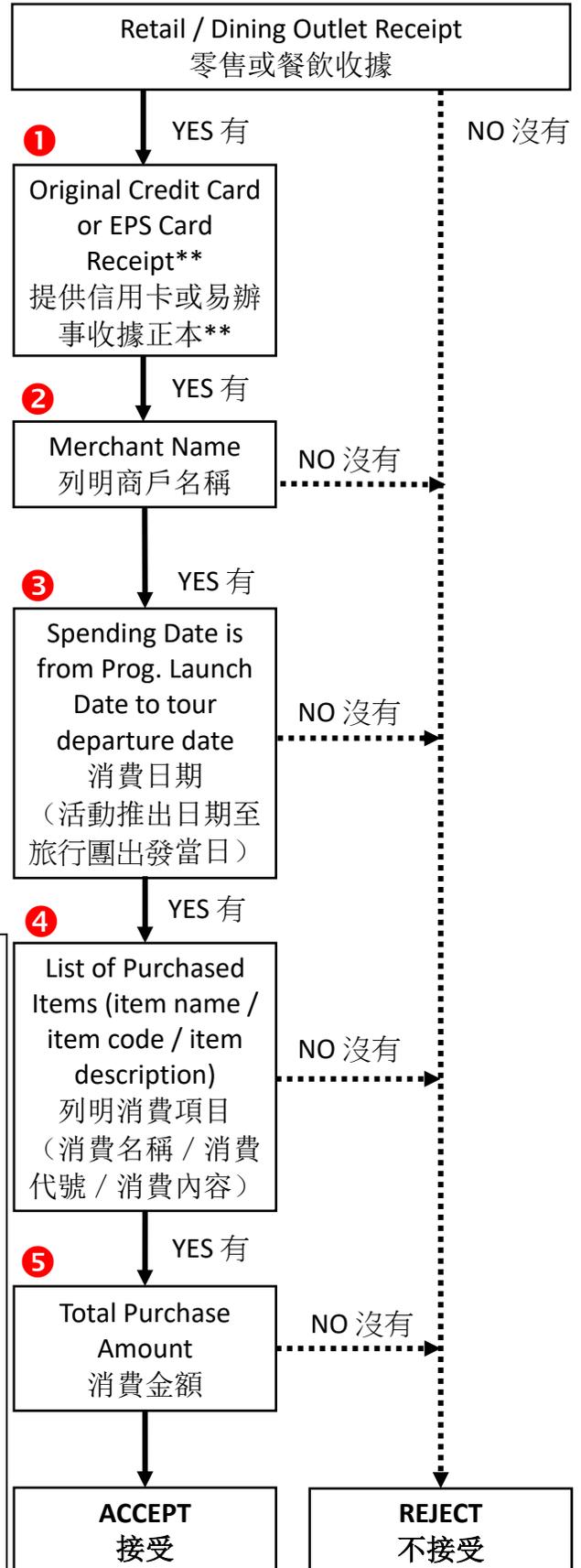
- Merchant's name 商戶名稱
- Spending date 消費日期
- Total purchase amount 消費金額

##For an original hand-written receipt without a company title, if there's a company chop on the receipt, it is deemed acceptable.

對於沒有公司抬頭的手寫收據正本，如收據上蓋上公司印章，則可以接受。

Type III: Duplicated Receipts (Dining Outlets Only)

類型 III: 重印收據 (只限食肆)



**The information below should match on the duplicated receipt and the original credit card or EPS card receipt:
 **信用卡或易辦事收據正本須列明以下資料，並與重印收據上的資料相同:

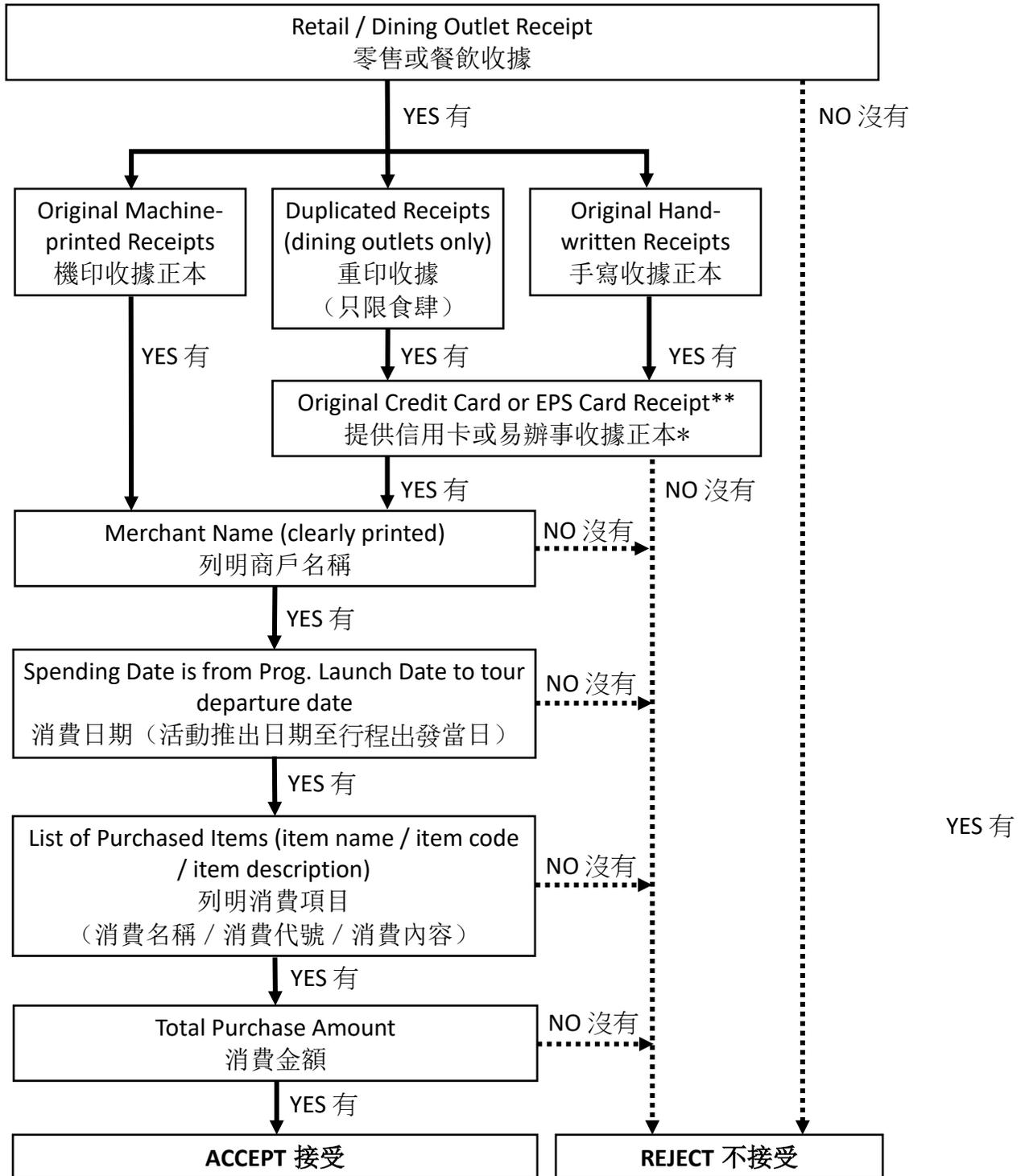
- Merchant's name 商戶名稱
- Spending date 消費日期
- Total purchase amount 消費金額

(Duplicated receipt with "列印 2/ 3/ 4....." is acceptable as long as customers can provide an original credit card / EPS card receipt with matching information.)

(只要信用卡或易辦事收據正本與重印收據上的資料相同，重印收據印上「列印 2/ 3/ 4.....」亦可以接受。)

b) Overall Flowchart

綜合流程圖



**The information below should match on the hand-written/duplicated receipt and the original credit card or EPS card receipt:

**信用卡或易辦事收據正本須列明以下資料，並與手寫收據正本 / 重印收據上的資料相同：

- Merchant's name 商戶名稱
- Spending date 消費日期
- Total purchase amount 消費金額

c) Receipt Checklist
收據核對清單

Retail / Dining Outlet Receipt 由零售或餐飲商戶發出的收據	Receipt Requirements 收據要求				Additional Requirements 額外要求
	Merchant's Name 商戶名稱	Spending Date (Promotion Period) 消費日期 (推廣期內)	List of Purchased Items 消費項目	Total Purchase Amount 總消費金額	Original Credit Card or EPS Card Receipt 信用卡或易辦事收據正本
<u>Type I:</u> 類型 I: Original Machine-printed Receipts 機印收據正本	✓	✓	✓	✓	x
<u>Type II:</u> 類型 II: Original Hand-written Receipts ^{##} 手寫收據正本 ^{##}	✓	✓	✓	✓	✓ Provide original credit card or EPS card receipt with merchant's name, spending date and total purchase amount identical to the hand-written receipt ✓ 信用卡或易辦事收據正本，當中須列明商戶名稱、消費日期及總消費金額，並必須與手寫收據正本相同
<u>Type III:</u> 類型 III: Duplicated Receipts (Dining Outlets Only) 重印收據(只限食肆)	✓	✓	✓	✓	✓ Provide original credit card or EPS card receipt with merchant's name, spending date and total purchase amount identical to the duplicated receipt ✓ 信用卡或易辦事收據正本，當中須列明商戶名稱、消費日期及總消費金額，並必須與重印收據相同

^{##} For an original hand-written receipt without a company title, if there's a company chop on the receipt, it is deemed acceptable.

^{##} 對於沒有公司抬頭的手寫收據正本，如收據上蓋上公司印章，則可以接受。

2) Eligible Receipt Examples

合格收據例子

Only receipts issued by designated Hong Kong physical retail* or dining# merchants are eligible.

合格收據須由指定香港實體零售*或餐飲#商戶發出。

	Examples include: 例子包括:	Receipt Sample 收據樣本
Retail 零售	a) For physical products purchased at physical outlets, e.g. Apple retail stores, HKTVMall outlets, etc. receipts cannot include “web order” or other text related to online shopping 於蘋果實體店或 HKTVMall 實體店購買實體產品，收據上沒有「網上訂購」(“web order”)之類字眼	P. 11
	b) For physical products purchased at Sogo, hand-written receipts must include credit card payment information or be accompanied by the original credit card receipt 於 Sogo 購買實體產品，手寫收據內印有信用卡付款資料或信用卡收據正本	P. 12
	c) Receipts for physical products purchased at clinics, beauty stores or veterinary clinics 於診所 / 美容店 / 動物診所購買實體產品的收據	P. 13
	d) Receipts for prescription glasses 配眼鏡收據	P. 14
	e) Receipts for prescription medicines 配藥收據	P. 15
	f) For sums paid in part by cash coupons, this amount must be included and shown on the receipt 收據上有部份金額用現金券付款，該現金券金額亦計算在內	P. 16
	g) Receipts showing the code of the item(s) purchased 收據列明消費代號	P. 17
	h) Receipts showing the item(s) purchased 收據列明消費項目	P.18
Dining 餐飲	a) Receipts for takeaway 外賣收據	P. 19
	b) Original hand-written receipt without a company title, but with a <u>company chop</u>	P.20

	沒有公司抬頭的正本手寫收據，但收據上蓋上 <u>公司印章</u>	
	c) Hotel staycation – For receipts that list the room price and dining separately, the amount spent on <u>dining</u> is deemed to be included. 入住酒店(Staycation) – 收據上的消費項目分別列明房間及餐飲的消費，而 <u>餐飲項目</u> 的消費金額可接受。	--

3) Ineligible Receipt Examples

不合格收據例子

Receipts from non-designated Hong Kong physical retail* or dining# merchants are ineligible.
由非指定香港實體零售*或餐飲#商戶發出的收據均為不合格。

	Examples include: 例子包括:	Receipt Sample 收據樣本
Retail 零售	a) Receipts from purchases of admission tickets; cake coupons; cash vouchers; gift vouchers or cards; stored-value cards; stamps; subscription; stored-value membership cards; car washes; petrol filling; telecommunications services; medical services; beauty and massage services; course enrolment; banking services; insurance services; investment services; the Hong Kong Jockey Club betting services; charity donations; car parking; deposits of any retail or dining outlets; re-loading of Octopus card; PPS payments; legal fees; real estate agency commission; and rental payments 購買門票、餅券、現金券、禮券、禮品卡、儲值卡、郵票、購買或增值商戶會員卡、享用洗車、入油、電訊服務、醫療服務、美容及按摩服務、報讀課程、使用銀行服務、保險服務、投資服務、香港賽馬會投注項目、慈善捐款、使用停車場服務、零售或餐飲商戶之訂金、八達通增值、繳費靈、律師費、樓宇買賣佣金及租金之收據	--
	b) Receipts for online shopping, labelled with “web order” or other related text 於網上購物 - 收據寫明「網上訂購」(“web order”)之類字眼	P. 21-22
	c) Receipts for product exchange(s) with the purchase amount of HK\$0 總消費金額為 HK\$0 的換貨收據	P.23
Dining 餐飲	a) Receipts from dining outlets without a food business licence (To verify whether the food supplier has been issued a food business licence, please refer to https://www.fehd.gov.hk/english/licensing/licence-foodPremises-rest.html .) 由沒有食物業牌照食肆發出的收據 (如需驗證餐飲商戶是否持有有效食物業牌照，請參閱 https://www.fehd.gov.hk/english/licensing/licence-foodPremises-rest.html)	P. 24
	b) Receipts that do not show the item(s) purchased 沒有列明消費項目的收據	P. 25
Others 其他	a) Karaoke receipts 卡拉 OK 收據	P. 26

	b) Receipts for spending on Mahjong games 雀局收據	P. 27
	c) Receipts for Jumpin Gym U.S.A. <i>(Jumpin Gym U.S.A. is regarded as a place of public entertainment, not a physical retail or dining outlet. Receipts for game token redemption are thus ineligible.)</i> 冒險樂園收據 <i>(冒險樂園屬於公眾娛樂場所，而非實體零售或餐飲商戶，因此遊戲代幣單據並不符合資格。)</i>	--
	d) Hotel staycation – Receipts that show item(s) purchased in <u>package prices</u> 入住酒店(Staycation) – 收據上的消費項目為 <u>套餐價</u> 。	--

Note: The above list is not exhaustive. If in doubt, please contact HKTB (refer to P.10).

備註：以上列表並不包括所有例子。如有疑問，請聯絡旅發局（請參閱第10頁）。

- * Retail is defined as the resale of tangible goods to the general public for personal or household consumption or utilisation. No processing or transformation of the goods should be involved in the resale process. This definition is widely applied in official industry statistics. For example, tangible goods do not include personal services, agency services, prepaid/gift cards, admission tickets, transport tickets, financial products, foreign currency exchanges etc, and the customers of tangible goods should not primarily be industrial, commercial and institutional users, or other retail users. Hence, this programme does not cover stores primarily engaged in personal and business services. The determination as to whether resale is without transformation or whether goods are sold mainly to the general public for personal or household consumption will be made conclusively by Hong Kong Tourism Board.
- * 零售是指向一般大眾銷售實體貨物，供個人或家庭消費或使用的商戶，而在轉售過程中，貨物並無涉及加工改造。這定義廣泛應用於官方行業的統計。舉例而言，個人服務、代理及代辦服務、預付 / 禮品卡、門券、交通工具票、金融產品、外匯兌換等均不視為實體貨物，而實體貨物的銷售對象不能主要是工商業機構或其他零售商戶。因此，本活動並不包括主要提供個人及商用服務的商店。香港旅遊發展局對轉賣是否不經改造、或者貨物是否主要供個人或家庭消費或使用有最終確定權。
- # Dining outlets must hold a valid food business licence issued by The Food and Environmental Hygiene Department. Types of licences include general restaurants, light refreshment restaurants and factory canteens.
- # 餐飲商戶必須持有食物環境衛生署發出的有效食物業牌照，牌照類別包括普通食肆、小食食肆、或工廠食堂牌照。

For enquiries, please contact us by:

如有查詢, 請聯絡我們:

e-mail 電郵: tours@hktb.com /

tel 電話: 8120 0010

(Operation hours: Mon – Fri: 09:00 – 18:00)

(辦公時間: 星期一至五: 09:00 – 18:00)

Receipt Samples

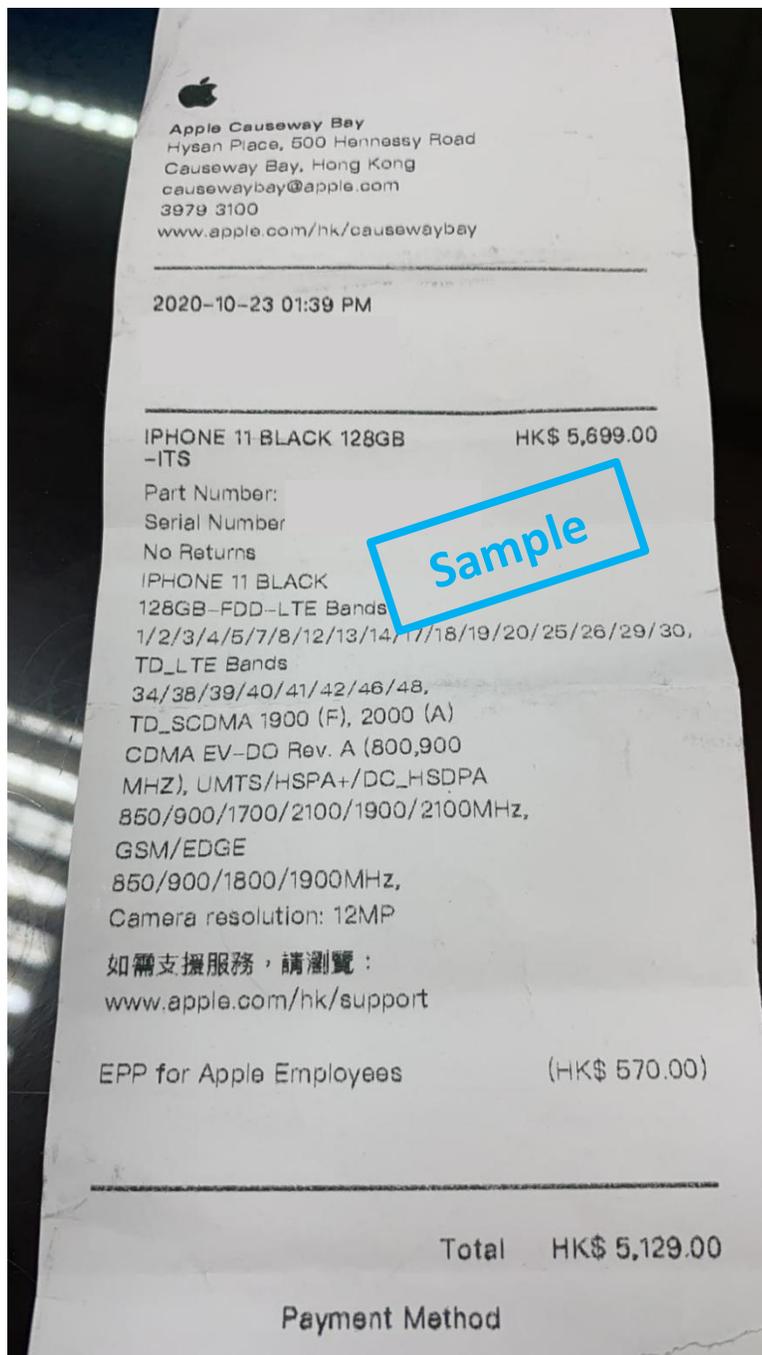
收據樣本

Retail 零售

Eligible

合格

- a) For physical products purchased at physical outlets, e.g. Apple retail stores, HKTV mall outlets, etc. receipts cannot include “web order” or other text related to online shopping
於蘋果實體店或 HKTV mall 實體店購買實體產品，收據上沒有「網上訂購」(“web order”)之類字眼



Eligible

合格

- b) For physical products purchased at Sogo, hand-written receipts must include credit card payment information or be accompanied by the original credit card receipt
 於 Sogo 購買實體產品，手寫收據內印有信用卡付款資料或信用卡收據正本

SOGO SALES MEMO CUSTOMER COPY

COUNTER NAME: S.T. Dupont / F Men's Fashion
 CMB Tel: 2633 8338 25/10/2020
 CMB-110
 收銀員: 116

SALES STAFF NO.:
 會員號碼: [redacted]
 請登入手機程式查詢會員積分

TYPE	BAG	CO-BRAND CARD	1	2	3

Description	Disc.	Total
90432371 - S.T. DUPONT-P1		2500.0
		2500.0
		100.0
		2400.0
Total		2100

PROMOTION COUPON (SOGO) UNIONPAY CARD NO. 626361*****5372 L APPROVAL 007287 REF. NO. 744790872168 MERCHANT NO. 011104021005001

BATCH NO. 000055 DATE/TIME 25/10/2020 14:59:13 TRADE NO. 001360 IG TERMINAL NO. 31744790

TECH. NO. 000055 DATE/TIME 25/10/2020 RES. NO. 001360 TERMINAL NO. 31744790

Thank you for shopping
 多謝惠顧

ON SALE
 Goods Sold Are Not Returnable Or Refundable
 所有減價貨品恕不退換

Refundable 退換

SOGO Rewards 會員號

THE HOLDER OF THE CARD CENTRED ON THIS ITEM IS AUTHORIZED TO PAY THE AMOUNT SHOWN AS TOTAL UPON PROPER PRESENTATION OF THIS RECEIPT TO ANY SUGO STORE TOGETHER WITH ANY OTHER CHARGES DUE THEREON, SUBJECT TO AND IN ACCORDANCE WITH THE AGREEMENT GOVERNING THE USE OF SUCH CARD.

All merchandise sold is non-refundable & non-exchangeable. No cash, credit card, gift voucher and credit note are granted under any circumstances. For transactions settled by contactless payments, the physical card must be presented to handle after-sales services. In case of any disputes, SOGO HK Co., Ltd reserves the right of final decision. 所有售出貨品均不獲退換或換貨。對於由接觸式支付之交易，處理後售服務時，必須將實體卡呈出。如有任何爭議，樂天(香港)百貨有限公司保留最終決定權。

HK CO., LTD. reserves the right of final decision. 樂天(香港)百貨有限公司保留最終決定權。

Eligible

合格

- c) Receipts for physical products purchased at clinics, beauty stores, or veterinary clinics
於診所 / 美容店 / 動物診所購買實體產品的收據

Oasis Medical Clinic Company Limited
Suite 4511 & 12 Langham Place Office Tower, Mongkok, Kowloon
Tel: 2625 0688 Fax: 2625 5798

Official Receipt

Transaction Code : 202010240001 Date : 24 October, 2020

已付未取：請於訂貨後 2 個月內到 分店
取貨，否則此發票失效。
所訂之貨品：AD16147
共 1 件 未取

Items	Qty.	Amount
AD16417 988 GC XMAS BOX SET	1	988.00
Total :		988.00
	Paid :	988.00

Date 24 Oct, 2020 A/C [REDACTED] Paid Voucher No. 988.00

Remarks : [JS:3461]

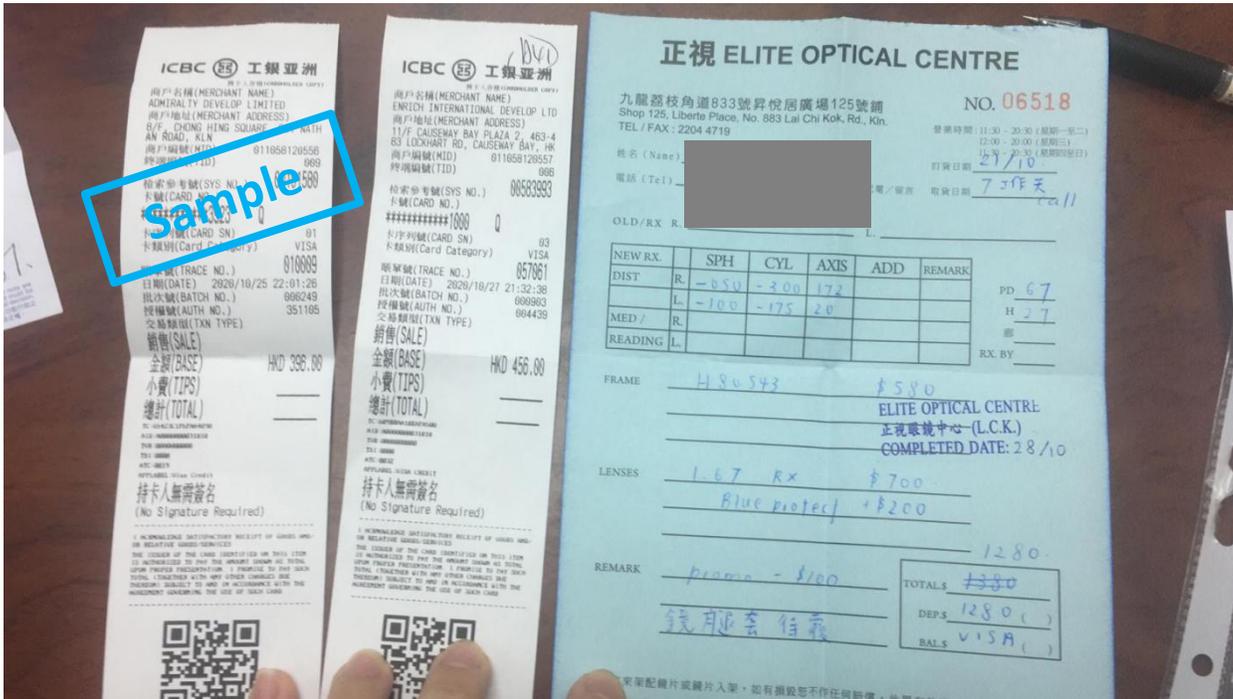
Sample

MLH
OASIS MEDICAL CLINIC COMPANY LIMITED

Eligible

合格

d) Receipts for prescription glasses
配眼鏡收據



Eligible

合格

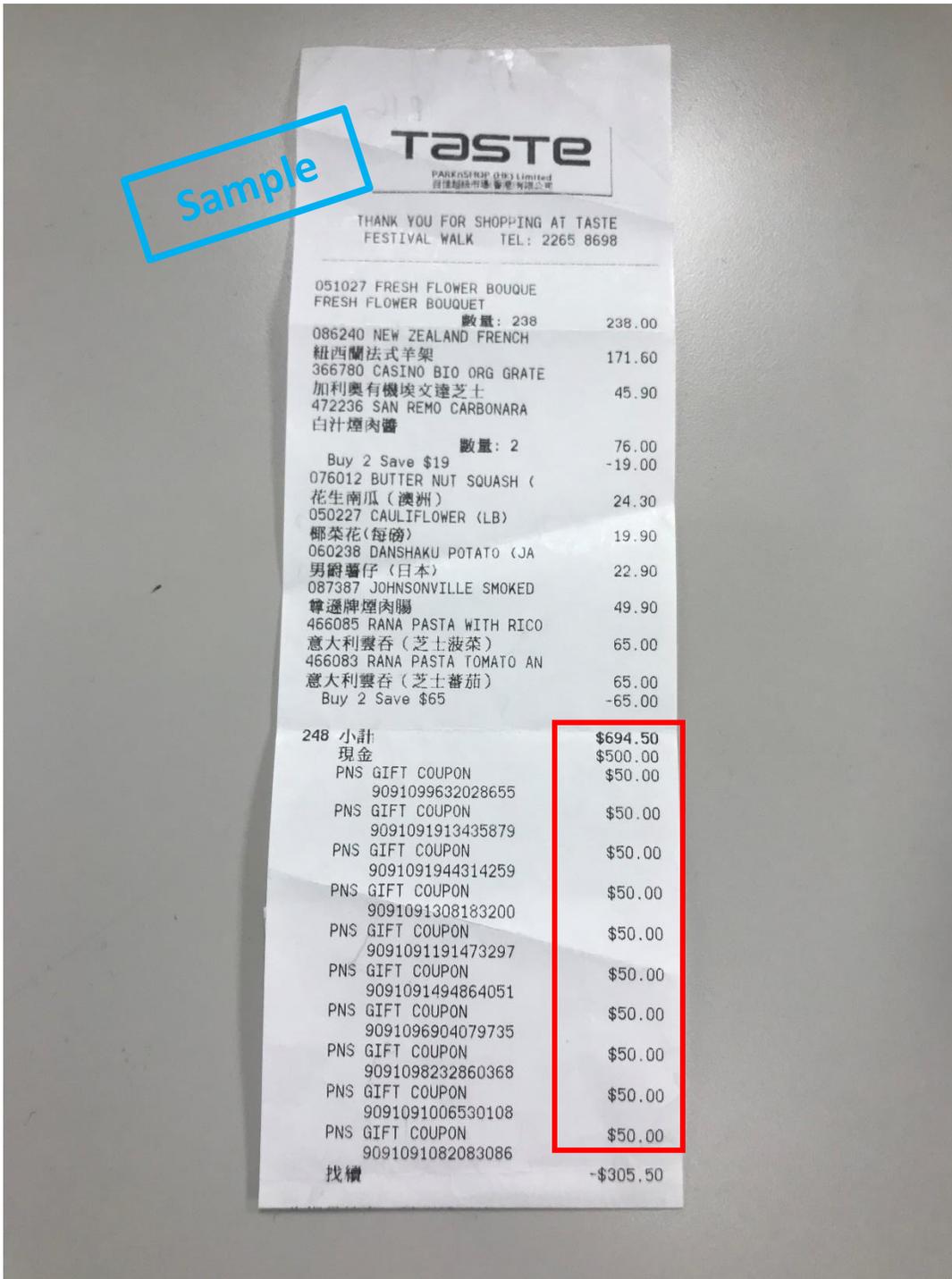
e) Receipts for prescription medicines
配藥收據



Eligible

合格

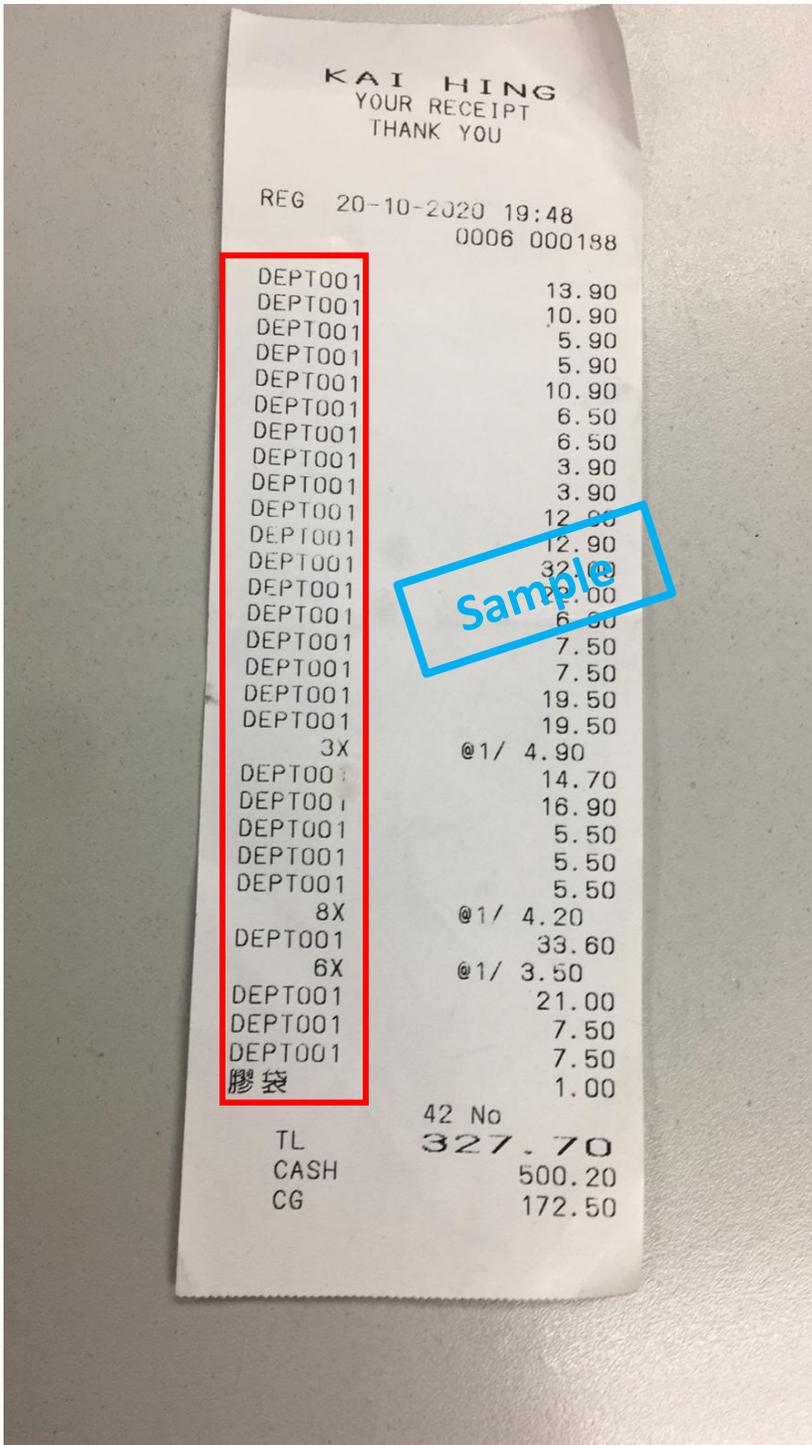
- f) For sums paid in part by cash coupons, this amount must be included and shown on the receipt
收據上有部份金額用現金券付款，該現金券金額亦計算在內



Eligible

合格

g) Receipts showing the code of the item(s) purchased
收據列明消費代號



Eligible

合格

- h) Receipts that show the item(s) purchased
(The term “雜貨” is considered a “List of purchased items”)
收據列明消費項目
(消費項目為「雜貨」)



Dining
餐飲

Eligible

合格

a) Takeaway receipts

(The term “廚部手寫單” is considered a “List of purchased items”)

外賣收據

(消費項目為「廚部手寫單」)



Eligible

合格

b) Original hand-written receipt without a company title, if there's a company chop on the receipt, it is deemed acceptable.

沒有公司抬頭的正本手寫收據，但收據上蓋上公司印章



Retail
零售

Ineligible

不合格

- a) Online shopping receipts
Receipts with “web order” or other related text are ineligible
於網上購物
收據寫明「網上訂購」(“web order”)之類字眼



*Apple Products Assembled in China.
Apple One Year Warranty applicable. For details please check the packaging and in box leaflets of the product you purchased. Services are available from any Apple Retail Store or Apple Authorized Service Provider in Hong Kong.

All products purchased at Apple Retail Store in Hong Kong cannot be returned or exchanged under Apple Retail Store Purchase Policies. Please see latest policies on http://www.apple.com/hk/en/legal/sales_policies/retail.html .

According to the Producer Responsibility Scheme under Hong Kong Environmental Protection Department, a product set out in this receipt may be Regulated Electrical Equipment (REE) under the Product Eco-responsibility Ordinance (Cap. 603). The Ordinance imposes a recycling levy on the REE product, paid by Apple or its suppliers, as follows: Computer or Printer (≤ 30 Kg): \$15 per item, Monitor: \$45 per item

Ineligible

不合格



蘋果亞洲有限公司
香港銅鑼灣時代廣場一座二四零一室
電話: 2506 8888
傳真: 2506 1191

發票號碼	發票日期	頁數
AD13765382	10/22/20	1 of 1

購買人



收貨人

國際金融中心商場
香港中環金融街 8 號
HONG KONG
HONG KONG

客戶號碼	銷售訂單號碼	客戶訂單號碼	付款方式
909646	3396785220	85269013131	Credit Card
出貨日期	付運方式		
10/24/20	Standard Parcel (IN)		

產品編號	產品名稱	數量		單價	小計
		訂購	出貨		
MGLE3ZA/A	IPHONE 12 PRO GRAPHITE 256GB-IT 網路訂單號碼: W921032909	1	1	9,299.00	9,299.00
請注意: 您的 Visa Device Acct # 已被收取 \$ 9,299.00					
附註		小計		HKD 9,299.00	
		運費 雜項			
		總計		HKD 9,299.00	

Sample

請以劃線支票抬頭至“蘋果亞洲有限公司”。

特別提示
此等商品、技術或軟件乃按美國出口管理條例出口， 未經美國商務部出口管理局事先批准，不可轉口，亦不可轉讓。

此為電腦自動發票，
無需本公司蓋印或簽署

Ineligible

不合格

b) Receipts for product exchange(s) with the purchase amount of HK\$0
總消費金額為 HK\$0 的換貨收據



Dining
餐飲

Ineligible

不合格

- a) Receipts from dining outlets without a food business licence
(To verify whether the food supplier has been issued a food business licence, please refer to <https://www.fehd.gov.hk/english/licensing/licence-foodPremises-rest.html>.)

由沒有食物業牌照食肆發出的收據
(如需驗證餐飲商戶是否持有有效食物業牌照，請參閱
<https://www.fehd.gov.hk/english/licensing/licence-foodPremises-rest.html>)



Ineligible

不合格

b) Receipts that do not show the item(s) purchased
沒有列明消費項目的收據

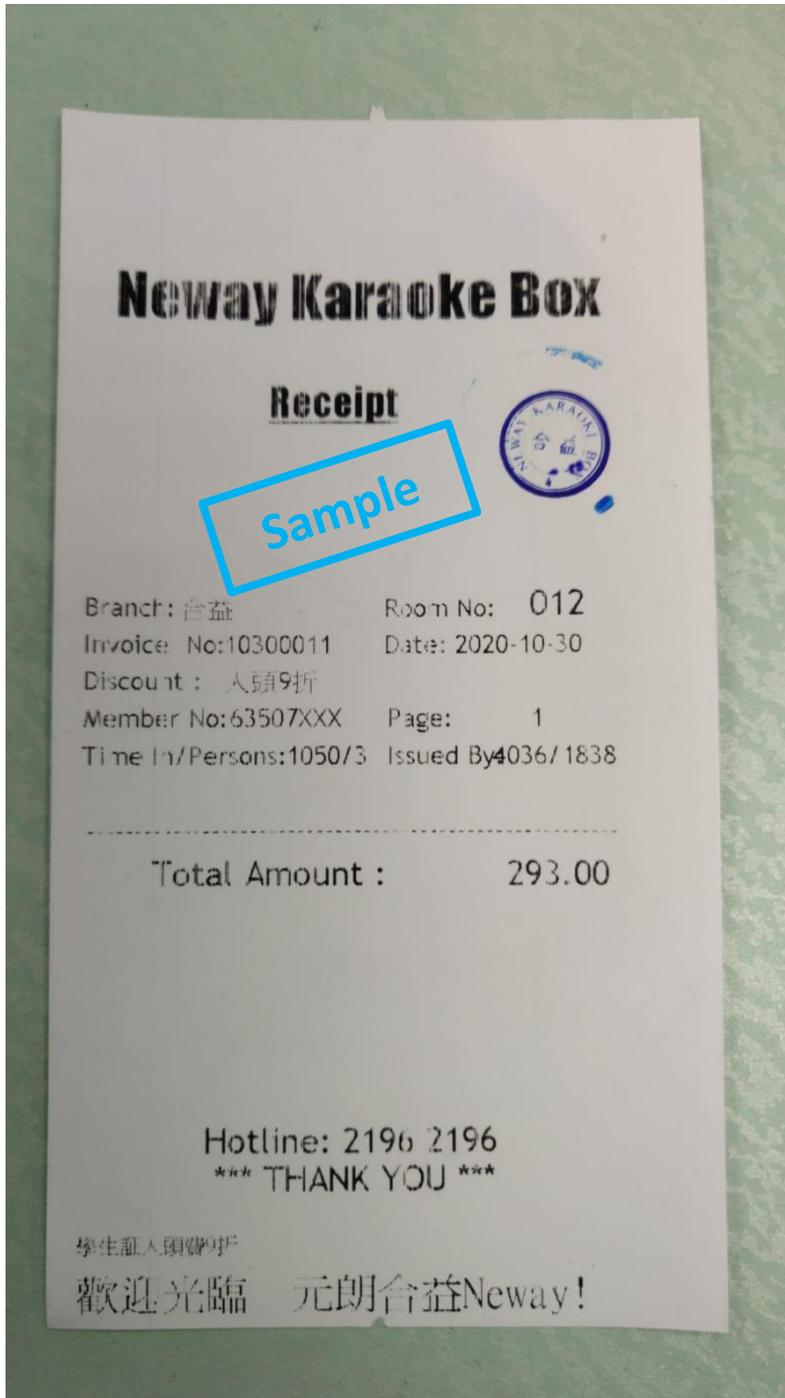


Others

Ineligible

不合格

- a) Karaoke receipts
卡拉 OK 收據



Ineligible

不合格

b) Receipts for spending on Mahjong games
雀局收據

